

NATIONAL SECURITY AGENCY
FORT GEORGE G. MEADE, MARYLAND

Major General Gordon A. Blake
Commander
U. S. Air Force Security Service
San Antonio, Texas

Dear Gordon:

I would like to present some views which I am inclosing regarding your COMINT Senior Civilian Executive Program. In general, we see considerable merit in this proposal. We have, however, recast your proposal on a somewhat different conceptual level. I feel our ideas accomplish the objectives we both are seeking, viz., to establish a formalized method of identification, development and utilization of COMINT civilians in the COMINT community. By this method, talent may be directed toward maximum contribution to the total COMINT effort

I would like to get your reaction to our thinking. If you agree, we can then jointly take steps to work out such a program

Sincerely,

JOHN A. SAMFORD
Lieutenant General, USAF
Director

Incl:
a/s

CONFIDENTIALJOINT COMINT CIVILIAN CAREER PROGRAMTHEME

1. It would be mutually advantageous to all Crypto Agencies in the entire COMINT community, both at the national and service levels, to establish a common COMINT career field for civilians.
2. The establishment of such a career field would enable qualified personnel to fill any COMINT job within the entire community.

FACTORS OF IMPLEMENTATION

1. Establish a complete Occupational Structure for the entire COMINT community so that all jobs and occupations would have common classification, terminology and relationships within the community and thus could be readily identified.
2. Establish a complete common register of COMINT civilians who would be listed relative to their talents and assessed potential.
3. Establish a means whereby those civilians to be identified in paragraph 2 would be optionally matched to those jobs to be identified in paragraph 1.
4. Establish basic personnel administrative policies and regulations which would apply to all components of the COMINT community.

selected jobs from the list in para 1 would be chosen for the program, and to 4. Match civilians identified in para 2 to the jobs selected, and

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check, every Joint Board such as you find the necessary

copy for that, please

~~CONFIDENTIAL~~MECHANICS OF IMPLEMENTATION

1. We accept in principle the concept of Joint Board contained in your proposal entitled "Mechanics of Implementation."
2. Since USAFSS has problems different from those of the Army and particularly the Navy, it would seem advisable to initiate such a program originally between NSA and USAFSS and then expand if desirable to include the Army and Navy.
3. Since NSA has already expended considerable effort in developing a custom made occupational structure appropriate for its needs, it would appear that it would be relatively simple to modify an already existing structure to accomodate service Crypto Agency needs if new occupations are not already covered.
4. Since NSA has been authorized to establish an occupational structure to satisfy its need, it would appear that the service Crypto Agencies could take advantage of this NSA authority by having the jobs under consideration and the necessary accompanying spaces belong to NSA.
5. In order to make jobs equally attractive regardless of whether they be performed under your direction at USAFSS or directly under my direction at NSA, it would be necessary to make a complete review of all jobs in the COMINT community. In this way we could insure that each of the Crypto Agencies would present equal opportunities and challenges and make equivalent contributions at the same grade level.

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~~CONFIDENTIAL~~MECHANICS OF IMPLEMENTATION (continued)

6. As a matter of principle, personnel involved in the implementation should be given authority and responsibility commensurate with their grade, and their billets should be an integral part of the organization involved.

7. It seems to NSA advisable to begin such a COMINT Civilian Career Program with the "Technical Director" positions, one of which is located at each of the three major USAFSS overseas processing centers. Since it is understood that these three positions probably would carry a grade of GS-15, it appears that providing the three necessary qualified personnel to fill them could be done in a reasonably short period of time.

Once incumbents had been placed in these positions, careful study would be made of the program by our Joint Board. A decision would then be made as to the feasibility of expanding the program gradewise both up and down. Expansion of the program would include providing incumbents for positions at the supergrade level if they should be in the Occupational Structure as well as for positions carrying a lower grade than GS-15.

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DEPARTMENT THE AIR FORCE
POSITION DESCRIPTION

POSITION NO

2 NUMBER OF IAS

3 ORGANIZATION LOCATION

Headquarters, USAFSS
San Antonio, Texas
Deputy Chief of Staff, Communications-
Electronics

4 POSITION TITLE

5 CLASSIFICATION

6 ALLOCATED BY

7 DATE

8 DUTIES AND RESPONSIBILITIES (Indicate time percentages, where required)

I. Nature and Purpose of Work:

A. Introduction:

This position is located in the Office of the Deputy Chief of Staff, Communications-Electronics, Headquarters, USAF Security Service. Its purpose is to serve as an Engineering Advisor-Consultant to the Deputy Chief of Staff, Communications-Electronics (a USAF Colonel), to subordinate staff offices of the Command, and to the Commanding General, Headquarters USAF Security Service on all problems and matters dealing with Electronics data reduction, transmission, and recovery systems. The PCS/Communications-Electronics is the Command's major staff office with worldwide responsibility for all USAFSS communications and technical electronic activities; and in addition, USAF responsibility for Communications Security equipment engineering and requirements.

B. Duties:

1. Duties and responsibilities required and performed by this position are essentially in the following general areas:

- a. Investigation
- b. Research
- c. Awareness of Requirements
- d. Consultant Advice

Within the above general areas the incumbent of this position makes intensive and extended studies, reviews, and correlation of large amounts of changing scientific and engineering information in the specialized and complex field of electronic data reduction, transmission, and recovery. He carries out this investigation by collecting and reviewing information contained in scientific and engineering reports, articles, publications, and by numerous personal visits and discussions with technical, scientific, and engineering personnel of other governmental agencies, research, and development groups, civilian industries, and colleges or universities. His conclusions and conceived ideas, as a result of investigations, are developed into comprehensive engineering details to

9 THIS IS A COMPLETE AND ACCURATE DESCRIPTION OF THE DUTIES AND RESPONSIBILITIES OF THIS POSITION

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR

ROBERT J KUEHN
Colonel, USAF
PCS/Communications Electronics

DATE

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substantiate possible considerations, feasibility, and efficiency of operational achievements; to establish or form a foundation for systems research and development geared to counteract changing scientific and technological conditions of the target nation which might cause a breakdown in mission areas and non-satisfaction of national security objectives and requirements for intelligence.

Guidance and advice by this person would range from the conceiving of complete engineering concepts and philosophies concerning efficiency of data reduction systems, efficiency of data transmission systems and efficiency of data recovery or "readout" systems, or to provide those projects or information which will gear other engineers or organizations in determining qualitative characteristics and requirements for experimentation, development, and test in those areas.

The state of modern warfare, especially from the military intelligence production and dissemination aspect, has established a minimum of time element in which a nation must react to provide defense mechanisms for forestalling disaster. The broad field of Electronic Data Reduction, Transmission, and Recovery does provide a method for attaining, within small minimums of time, timely production and dissemination of this type of intelligence. There are many areas within the field which must be developed in order that the goals for timely intelligence are tracked with the further development in the fields of modern warfare.

Considerable and extensive research must be pursued to provide the efficiency goal necessary in the collation of the relationships between data reduction, data transmission, and data recovery. The data recovery or readout systems must be developed to provide coupling between the relationship of the machine and human elements which must act on the information being presented. Further, in the development of data reduction such conditions as to how far do we want to reduce the information and still retain efficiency and correlation between the systems in the reduction and transmission phases, and in addition, what ramifications does this place on the recovery phase—can a human act or does this require machine action.

Incumbent will provide competent engineering and scientific explanations or interpretations to the various key or management officials of the Command as concerns status or emphasis to be placed upon development phases of data systems, degrees of efficiency to be expected, and to provide complete analyses as to overall effectiveness and accuracy of current systems being employed.

Incumbent will attend conferences and intra-agency meetings with key engineering personnel of other Air Force organizations, other cryptologic agencies, and industrial concerns to discuss or formulate techniques, ideas, this Command's viewpoints, and formulate programs for implementation by all concerned which will provide compatibility between all systems concerned.

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2. No direct supervision will be exercised by this position. However, in his investigations, studies, and development of projects and requirements he will review assigned phases of studies and projects given to other personnel of the engineering staff or to technical personnel in the major mission areas.

- II. Scope and Effect of Work: Responsibility of this position extends to providing complete professional and authoritative engineering advice, planning, requirements, and guidance to the Command within the broad field of Electronic Data Production, Transmission, and Recovery. Efforts and achievements of the incumbent in these fields will have a direct and influencing effect upon expediting the production and dissemination of vital military intelligence necessary to the security of this nation.
- III. Supervision and Guidance Received: Under general administrative direction of the Deputy Chief of Staff, Communications-Electronics. No technical review is made of finished work. Assignments of this incumbent are determined primarily by overall objectives for Electronic Data Systems, and his investigations determine the scope and extent of coverage these assignments will take. Incumbent will, in many instances, formulate or develop his own guides and precedents since within the field of Electronic Data Systems considerable pioneering is still required.
- IV. Mental Demands: Imagination and creative thinking of the highest order is exercised in analyzing large amounts of technical, scientific, and engineering data, and in relating and developing this information into specific conclusions and ideas for development of broad and interrelated equipments and systems. Exercises demonstrated ingenuity, resourcefulness, creative originality, and mature engineering and scientific judgment, in determining the capabilities of future systems, the efficiency and workability of planned and undeveloped equipments and complete systems, and in providing incentive and guidance to others in the accomplishment of projects. Exercises a high degree of scientific curiosity, energy, practical outlook, and cooperative attitude. Considerable ability is displayed to accomplish deductive and inductive analysis of pertinent materials or subject areas in order to accomplish desired objectives.
- V. Personal Work Contacts: Frequent contacts are carried out with key management and technical personnel of the Command, other government agencies, industrial concerns, research and scientific groups and colleges to correlate, coordinate, and develop agreements of principle, exchange ideas, enhance mutual understanding, and to discuss concepts and requirements involved in application of Electronic data systems to the intelligence activities.
- VI. Other: Requires technical competency and maturity in the sense of sound experience and thorough understanding of forms of higher mathematics,

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electricity, physics, electronics, and engineering. Must continually be aware and alert of the complete status of research and development in the fields of Communications-Electronics and their application and relationship to data reduction, transmission, and recovery systems. Must have a minimum of a BS in Electronics Engineering and considerable experience in the specialized broad field of Data Assistance Systems dealing with high rate digital assistance and pulse techniques as applied to computers. This incumbent is recognized as the top expert and guidance authority in the Command on this subject area. Due to the highly security sensitivity nature of the area in which this employee is to be employed, a complete background cryptographic and "need to know" clearance is required.

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Electronics Engineer (General)

GS-16 through GS-18

Candidates considered for a position under this standard must have had progressively responsible experience of the types listed below under General and Specialized Experience.

General Experience

Candidates must show that they have had at least four (4) years of broad and significant experience in the major professional field of communications electronics engineering, at least two (2) years of which was in important and responsible work in the specialized branch of communications electronics as it pertains to cryptological systems. This experience must have shown a comprehensive knowledge of the principles of the major field and the ability to apply these principles in administering professional programs or in conducting research or consultation.

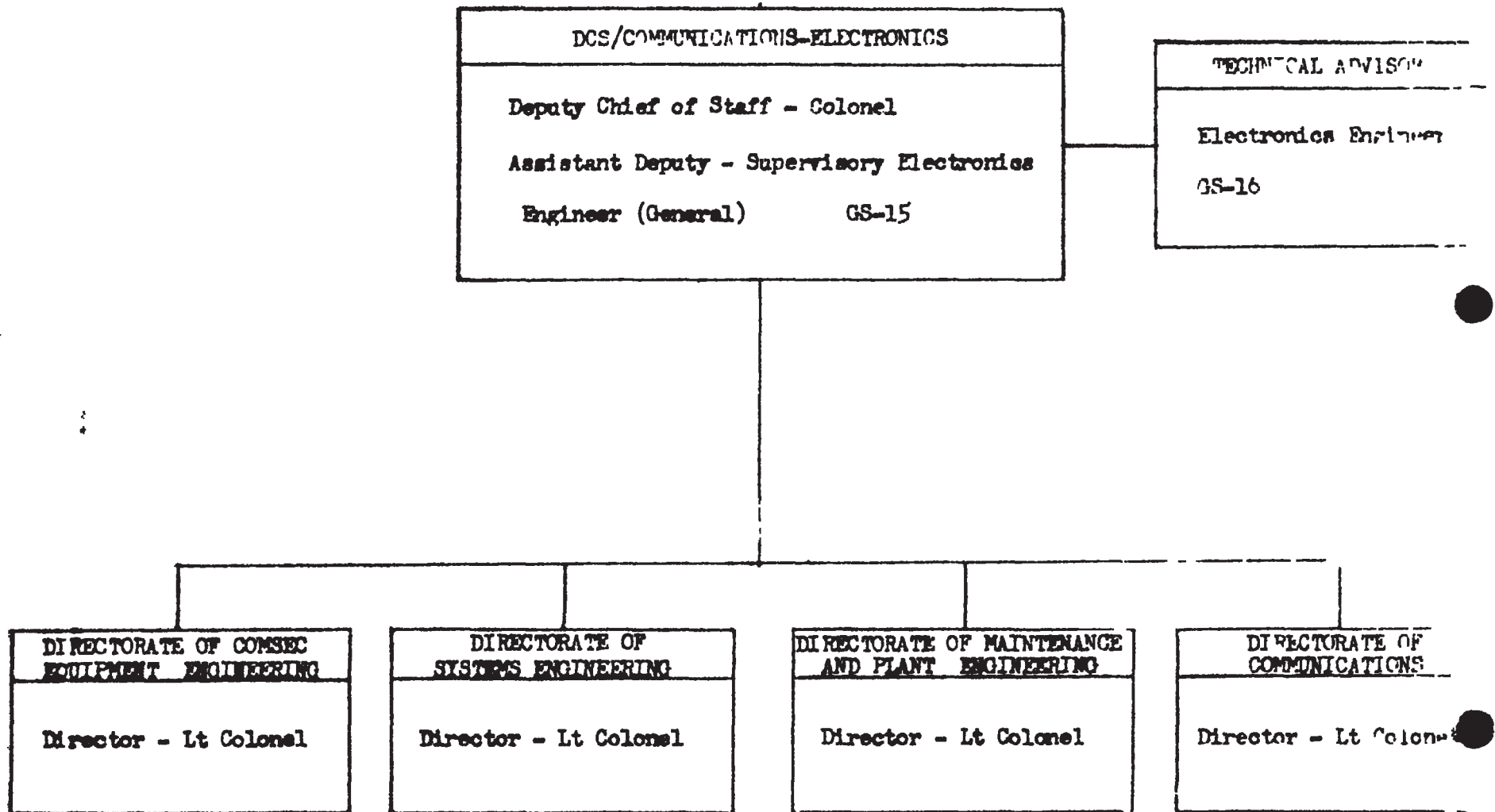
Specialized Experience

Candidates must have had, in addition to the general experience requirements described above, at least three (3) years of specialized experience in the field of electronics which has demonstrated the ability to plan and execute highly specialized programs of exceptional difficulty concerning solution of both practical and theoretical problems of research, design, and development of communications equipment or similar electronics engineering structures. This experience must have shown a comprehensive knowledge of Electronic Data Assistance Systems dealing with high rate digital assistance and pulse techniques as applied to cryptological systems; and ability to evaluate and advise on complex electronics engineering projects.

For GS-16 this experience must have included at least one (1) year in either (a) planning and directing a professional engineering program in the general field of Communications Electronics of marked difficulty, responsibility and national significance, or (b) planning and executing specialized programs which has demonstrated the possession of unusual attainments in the field of professional electronics engineering, research or consultation, and requiring extended training and experience.

For GS-17 this experience must have included at least one (1) year in either (a) planning and directing a professional engineering program in the general field of Communications Electronics of marked difficulty, responsibility and national significance, or (b) planning and executing specialized programs which has demonstrated the possession of unusual attainments in the field of professional electronics engineering, research or consultation and which has included the origination and development of new principles, theories, or concepts, and requiring extended training and experience.

For GS-18 this experience must have included at least one (1) year in either (a) planning and directing a professional engineering program in the general field of Communications Electronics of marked difficulty, responsibility and national significance in a position comparable to the head of one of the most important Federal bureaus; or (b) in planning and executing programs of engineering including the provision of advice and consultation as one of the most important representatives in the major field of professional research to the largest Federal agencies, or activities of a comparable level of difficulty and responsibility in other public or private organizations.



REQUIREMENT FOR SUPERGRADE POSITION

- I. POSITION TITLE: Electronic Engineer (General), GS-355-16
- II. ORGANIZATIONAL LOCATION: Headquarters, USAF Security Service,
Deputy Chief of Staff, Communications-Electronics
- III. GEOGRAPHICAL LOCATION: San Antonio, Texas
- IV. ANALYSIS AND EVALUATION OF POSITION'S DUTIES AND RESPONSIBILITIES:

This position serves as Technical Advisor-Consultant to the Deputy Chief of Staff, Communications-Electronics, members of his engineering staff, field organizations of USAFSS, other staff offices of the Command Headquarters, and to the Command-in-Chief, Headquarters, USAF Security Service. This position does not serve in a line capacity; however, many of the recommendations, conclusions, ideas conceived, and courses of action taken by the position indirectly will formulate or govern technical activities within the organization, specifically with emphasis or limitations as to scope and extent of coverage. This position is the top engineering expert in the field of Electronic Data Assistance systems and his actions within this subject matter are considered quite authoritative by the Command, as well as by other professional and scientific personnel. The incumbent of this position has direct access to top management and technical personnel within the Command and with similar personnel of other cryptologic agencies and civilian counterparts.

Considering the location of this position in the Command's organizational structure, the scope and extent of its broad and complex duties and responsibilities, and its relationship with parallel positions within or external to the Command, its classification to the GS-15 appears to be inadequate. This position is concerned with a broad and complex subject matter field in which more than the usual professional competency, experience, knowledge, and other qualifications are required to develop, pursue, formulate, and establish detailed engineering projects and requirements of a high order of importance which have an indirect impact on the national security objectives. Frequent liaison and negotiations are performed by the incumbent of this position with key or high level engineering and scientific personnel either in government or industry. This position is a broad research and Consultant-Advisor engineering position, and as such partakes of the characteristics of the Electronic Engineering Series, GS-355-0.

- V. RECOMMENDATIONS: Cross-series comparison made of positions associated with the broad planning, research, and consultant aspects dealing with important and highly technical professional engineering and scientific programs characteristic of the GS-15 level, and analogy made of the GS-16 level established by the Classification Act of 1949, as amended, indicates that the level of this position exceeds GS-15. It is recommended that the position be classified as Electronic Engineer (General), GS-855-16.

DEPARTMENT THE AIR FORCE
POSITION DESCRIPTION~~SECRET~~

1 POSITION NO

2 NUMBER OF IAS

3 ORGANIZATION LOCATION

Headquarters, USAFSS
San Antonio, Texas
Hqs, AirForce Special Communications
Center

4 POSITION TITLE

5 CLASSIFICATION

6 ALLOCATED BY

7 DATE

8 DUTIES AND RESPONSIBILITIES (Indicate time percentages where required)

I. Nature and Purpose of Work:A. Introduction:

Position is located in the Commander's Office, Hqs AF Special Communications Center. The mission of the Headquarters, AFSCC is to produce and disseminate Communications Intelligence (COMINT) and Electronics Intelligence (ELINT); provide technical support and direct the use of machine processing services in USAF Security Service units participating in COMINT and ELINT activities; provide transmission security services to USAF commands within the continental United States and Northeast area; and exercise technical control of the USAFSS Ground Electronics Intercept Program.

Purpose of this position is to act as Technical Director for the Hqs AFSCC and to serve as a Special Assistant to the Commander, Hqs AFSCC (a USAF Colonel). Incumbent of this position is delegated full staff responsibility to act on all technical matters regarding the major mission areas of the Hqs AFSCC and all other matters in the absence of the Commander due to TDY, military rotations, court-martials, special boards, leave, and other required military activities. Incumbent also maintains long-term office continuity so that AFSCC long-range objectives will not suffer due to rotation of military commanders. This position and its incumbent constitutes the top expert in all matters regarding the highly technical mission of the Hqs AFSCC and his recommendations, interpretations, decisions, and courses of action are considered most authoritative by other technical personnel of comparable level in USAF Security Service, USAF, and other cryptologic agencies.

B. Duties:

1. The Technical Director is charged with developing and establishing technical plans, concepts, policies, and programs necessary to accomplish the overall mission assigned to the Hqs AFSCC. The mission covers the following general areas each of which is a subordinate division or special office:

- (1) Electronics Processing Division
- (2) Mission Control Division
- (3) Machine Services Division

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SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR

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- (4) Communications Analysis Division
- (5) Transmission Security Division
- (6) Technical Improvement Group
- (7) Adjutant
- (8) Headquarters Squadron Section

a. Establishes or defines operational program objectives and requirements and directs same to assure they are met on a timely basis. Planning for the mission areas must be conceived, clearly defined and assigned to the appropriate office or division for implementation and accomplishment.

b. Conceives, develops, and recommends operational concepts and procedures to the Commander, Headquarters USAF Security Service and other cryptologic agencies concerning changes in COMINT, ELINT, or TRANSIG activities regarding assignments, locations, organization, types of personnel, emphasis, techniques and methods of attack, to keep abreast of changes in Consumer intelligence requirements, changes in mission, or to combat radical or unexpected operational developments in the target nation.

c. Attempts to anticipate future technical advances in the cryptologic areas, both friendly and the target nation, in order to plan for and preclude the element of surprise and to effect smooth meshing or tracking of these changed or new operational systems within the AFSCC's mission areas.

Mission and Technical Activity Control

a. Continually reviews and evaluates the technical work products and practices of the subordinate organizations to assure that the mission objectives are effectively accomplished and that all requirements levied on the Headquarters AFSCC by Headquarters USAFSS, NSA, Consumers, and/or other similar cryptologic organizations are being satisfied, and whether improvements are needed.

b. Develops recommendations for presentation and approval by higher authority concerning modifications or changes in mission directives or other requirements levied against the AFSCC. These cover COMINT, ELINT, or TRANSIG processing channels, research or development areas, control of mission assignments, equipment or site requirements, budgetary areas, manning, training, personnel, time elements, and the like.

c. Apprizes the Commander of technical adequacy of the mission end-products.

d. Assures that the control over the mission areas is sufficiently flexible to mesh with changing emphasis on specific target areas and that

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correlation can be attained between the varied COMINT, ELINT, and TRANSIG requirements. Establishes requirements for and assigns special research studies necessary to obtain facts and provide solutions for problem areas.

c. Establishes and directs the measurement of the AFSCC's progress in the planned mission areas to assure that it is in step with what can be reasonably expected. Weighs and evaluates the various efforts of progress and directs those changes or modifications necessary to meet expected goals.

Guidance

a. Serves as the Chief Consultant to the Commander, Headquarters, AFSCC and his staff with regard to the mission areas of the AFSCC. Provides expert advice and consultant services to key personnel of Headquarters USAFSS, NSA, and other cryptologic agencies as required.

b. Frequently meets with and counsels the chiefs of the eight (8) subordinate AFSCC organizations.

c. Establishes and directs the degree of emphasis to be accorded various technical problem areas encountered in operational mission activities.

d. Provides general technical guidance to the mission and program areas of the subordinate organizations.

e. Advises the Commander, Headquarters AFSCC and the Headquarters AFSS staffs of those mission areas in which additional personnel technical training requirements are essential to meet changing tactics of the target nation. Establishes and advises the Commander of training requirements to increase the capabilities of AFSCC personnel in order that the AFSCC may thus reap a higher and better COMINT, ELINT, and TRANSIG end-product. Instigates cross-training of key technical personnel in the AFSCC to provide better flexibility in the qualifications of individuals and to provide better collation in the integration of results of analysis in the many varied special mission breakdown subject-matter targets.

f. Continually focuses attention on the many technical efforts in motion in the AFSCC and USAFSS field COMINT, ELINT and TRANSIG units in order to explore or expedite quick solutions to any general problems encountered in the target nation's activities which threaten successful accomplishment of desired goals.

Presentations and Recommendations

a. Directs the development of a variety of information and technical data concerning any of or all of the mission areas for presentation to special committees, key personnel of USAFSS, NSA, or other cryptologic agencies and visiting dignitaries.

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b. Personally represents the Commander, AFSCC, at high-level meetings and conferences held in the Headquarters USAFSS or at national cryptologic levels to discuss plans, concepts, requirements, working-relationship, problem areas, interests, and viewpoints concerning the mission areas and/or any of the specific target nation areas. Presents AFSCC justification, position, or views with respect to concerned areas of the mission.

c. Makes field trips to USAFSS field organizations to review and study on-the-spot operational techniques, procedures, and problems with regards to AFSCC mission areas. Develops or establishes the development of courses of actions or proposed changes which will best rectify the trends noted and which will improve the methods of operation necessary to accomplish the mission requirements.

d. Frequently makes presentations within AFSCC and Headquarters USAFSS before other staff offices and technical staffs to explain technical programs, problem areas, new philosophy for COMINT, ELINT and TRANSLOC practices, trends, and goals.

e. Represents the Commander, Headquarters AFSCC at all required functions during his absence.

Miscellaneous

a. Coordinates for the Commander in his absence.

b. Exercises technical review of all COMINT, ELINT, and TRANSLOC products addressed outside of the Headquarters AFSCC.

c. Assists the subordinate organizational chiefs in determining the most likely successful line of approach in resolution of mission area problems.

d. Advises the Commander of the need for and directs the formulation of Headquarters AFSCC policies, procedures, and work methods to implement and accomplish mission requirements and assignments.

2. Incumbent of this position exercises both direct and indirect management technical control over personnel located in the subordinate divisions, offices, and sections of the Headquarters AFSCC. This control is exercised in terms of planning, concepts of operation, establishment of objectives, and review and analysis of operational effectiveness.

- II. Scope and Effect of Work: Responsibility of this position extends to complete authority in terms of technical and professional competency in guiding, planning, directing, and effecting courses of action in the production, dissemination, and technical support of COMINT, ELINT, and TRANSLOC missions vital to the national level for the security of this nation.

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COMINT and ELINT contribute to the national security level a host of knowledge and information concerning the Target Nation, and TRANSIG enables the USAF to effect methods and procedures to preclude a potential hostile nation from obtaining important military and defense information from our communications.

- III. Supervision and Guidance Received: Under general administrative direction of the Commander, Headquarters, Air Force Special Communications Center (an Air Force Colonel). Work assignments of the incumbent are guided by broad mission requirements and objectives which are necessary to satisfy COMINT, ELINT, and TRANSIG objectives, USAFSS policies and directives, administrative policies, delegation of authority, and responsibility and problems arising within the mission areas. Incumbent is recognized as the key expert with respect to the current and timely aspects of COMINT, ELINT and TRANSIG subject matter production and its dissemination to consumers. No technical review is made of his work. Any review made is of objectives accomplished in providing effective COMINT, ELINT and TRANSIG documents. Guides followed are broad and consist of Mission directives, operational requirements, administrative necessities, and security regulations. The incumbent is most instrumental in the formulation of and establishment of AFSSC directives, policies, programs, and objectives to control and guide subordinate organizations. In the fields of COMINT, ELINT and TRANSIG the incumbent is required to establish precedents, practices, procedures and planning for which in the most part no previous guides or precedents exist.
- IV. Mental Demands: Incumbent of this position demonstrates a high degree of original thinking and creative thinking and initiative in solving a variety of technical and administrative problems of a unique and important nature where precedents and guidance are totally absent or inadequate. In planning, directing, and evaluating the AFSSC's progress and efforts, the incumbent must be perceptive and alert to anticipate and foresee any problems or undesirable trends which might arise; to take remedial action to insure the most economical use of manpower, resources, and time; to adjust mission requirements and programs to mesh with new interests or crash emphasis and unexpected changes or tactics of the target nation; to instigate special studies or investigations and additional projects to resolve those problems or blocks which will effect the timeliness of the COMINT, ELINT, and TRANSIG products; to keep abreast and cognizant with those new developments or changes in the cryptologic community (both friendly and the target nation) which may have disturbing influence or effect upon current and future COMINT, ELINT, and TRANSIG missions of the Headquarters, AFSSC.
- V. Personal Work Contacts: Incumbent establishes and maintains those contacts he deems necessary, both correspondence and personal visit, with other key technical personnel in the friendly cryptologic community. Impact of these contacts is indicated and described in the above duties and responsibilities.

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- VI. Other: Requires a broad and extensive working knowledge of program phases, planning functions, operational techniques, and requirements commensurate with COMINT, ELINT, and TRANSEC missions and activities. A thorough knowledge of USAF organization and functions and of the compatible organization of the Target Nation is essential. A full background investigation and cryptologic clearance is required since the incumbent of this position is frequently required to have a "need to know" clearance in the full performance of his assigned responsibilities. Performs other related tasks as might be required.

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Air Intelligence Analysis Officer
 Air Intelligence Operations Officer
 Air Intelligence Program Research Officer
 GS-16 through GS-18

Candidates considered for a position under this standard must have had progressively responsible experience of the types listed below under General and Specialized Experience.

General Experience

Candidates must show that they have had at least four (4) years of broad and significant experience in a major professional, technical or scientific field, such as mathematics, physics, engineering or cryptology, at least two (2) years of which was in important and responsible work in one of the specialized branches of that major field. This experience must have shown a comprehensive knowledge of the principles of the major field and the ability to apply these principles in administering professional, technical or scientific programs or in conducting research or consultation.

Specialized Experience

Candidates must have had, in addition to the general experience requirements described above, at least three (3) years of specialized experience in the field of communications intelligence. This experience must have demonstrated the ability to plan and execute highly specialized programs of exceptional difficulty concerning the technical and exploitation aspect of cryptology. The specialized experience in addition must have shown a comprehensive knowledge of cryptographic systems and methods of attack; comprehensive knowledge of operational activities of COMINT field units; and ability to evaluate and control communications intelligence operations.

For GS-16 this experience must have included at least one year in either (a) planning and directing a professional, scientific, or technical program in the general field of cryptology of marked difficulty, responsibility and national significance, or (b) planning and executing specialized programs which has demonstrated the possession of unusual attainments in the field of professional, scientific or technical cryptology, technical research, or consultation, and requiring extended training and experience.

*For purposes of these standards, the term cryptology refers to the specialized processes employed in communications-intelligence.

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For GS-17 this experience must have included at least one year in either (a) planning and directing a professional, scientific, or technical program in the general field of cryptology of marked difficulty, responsibility and national significance, or (b) planning and executing specialized programs which has demonstrated the possession of unusual attainments in the field of professional, scientific or technical cryptology, technical research, or consultation and which has included the origination and development of new principles, theories, or concepts, and requiring extended training and experience.

For GS-18 this experience must have included at least one year in either (a) planning and directing a professional, scientific, or technical program in the general field of cryptology of marked difficulty, responsibility and national significance in a position comparable to the head of one of the most important Federal bureaus; or (b) in planning and executing programs of cryptology, technical research, or consultation including the provision of advice and consultation as one of the most important representatives in the major field of professional, scientific or technical research to the largest Federal agencies, or activities of a comparable level of difficulty and responsibility in other public or private organizations.

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HEADQUARTERS USAF SECURITY SERVICE
COMMANDER

AF SPECIAL COMMUNICATIONS CENTER
Commander - Colonel
Air Intelligence Analysis Officer

TECH IMPROVEMENT GROUP
(1) Chief - GS-14

ADJUTANT

HQ SQUADRON SECTION

ELECT PROC DIV
Chief - Lt. Colonel

MISSION CONT DIV
Chief - Major

MACHINE SERVICES DIV
Chief - Major

COMM ANALYSIS DIV
Chief - Lt. Colonel

TRANSEC DIV
Chief - Major

Data Proc Branch
Oper Research Br
Collation & Integration Br

Cont & Eval Branch
Tech Support Br
Operations Training Branch

Meth & Development Branch
KIP Machine Branch

Anal Branch 1
Anal Branch 2
Anal Branch 3
Anal Branch 4
Anal Branch 5

Exploitation Branch
Operational Support Branch

REQUIREMENT FOR SUPERGRADE POSITION

- I. POSITION TITLE: Air Intelligence Analysis Officer, GS-134-16
- II. ORGANIZATIONAL LOCATION: USAF Security Service, Headquarters,
Air Force Special Communications Center
- III. GEOGRAPHICAL LOCATION: San Antonio, Texas
- IV. ANALYSIS AND EVALUATION OF POSITION'S DUTIES AND RESPONSIBILITIES:

This position serves as the Air Force Special Communications Center Technical Director and as a Special Assistant to the Commander, Headquarters, AFSCC, and has line authority over the technical activities of the eight (8) major segments of the organization--the Electronics Processing Division, Mission Control Division, Machine Services Division, Communications Analysis Division, Transmission Security Division, Technical Improvement Group, Adjutant, and Headquarters Squadron Section. The incumbent of this position also serves as an overall Consultant-Advisor to the Commander, AFSCC, to staff offices of the USAF Security Service, USAFSS field organizations, and other Cryptologic organizations on current and timely intelligence aspects of a target nation, and in addition, long term analysis and research with respect to predicting and forestalling the element of surprise by the target nation's activities. In this connection, incumbent has direct access to other key and management personnel of the AFSCC, National Security Agency, other Cryptologic organizations, field organizations, and on numerous occasions the Commanding General, Headquarters USAFSS. Incumbent works closely with these personnel on many problems of planning, site selections, mission objectives and directives, manning, training, budget, and other detailed functions with reference to assigned COMINT, FLINT, RADINT, COMSEC, and ELSEC mission areas. The incumbent of this position is considered to be the Air Force Special Communications Center expert and authority with respect to current and long term intelligence production and dissemination of the target nation. It is also recognized by other cryptologic and Air Force organizations as being the expert and authority within this subject matter.

Organizationally, the Headquarters, Air Force Special Communications Center is a subordinate field organization of the USAF Security Service and is engaged in the accomplishment of a major mission assigned to the Command. However, with respect to certain portions within the overall mission it is responsible to the national intelligence level for the production and dissemination of this assigned subject area. Positions within the AFSCC organizational structure are manned with military officers, which, if manned by civilians, would be properly

classified at GS-14 and GS-15 levels. Additionally, this position frequently meets with and negotiates with key technical personnel of lateral and parallel external cryptographic organizations whose duties and responsibilities are of a comparable level and scope and are currently classified at similar and higher supergrade levels. The broad planning, consultant-advisory services, courses of actions taken, direction of technical areas, and review and analysis of technical activities effectiveness requirements of this position portends of the characteristics of several occupational series, such as GS-1540-0 Series, GS-303-0 Series, GS-201-0 Series, GS-150-0 Series, and others. Such a position appears to be more properly classifiable to the GS-301-0 Series; however, specific knowledge, experiences, and other qualifications within the Military Intelligence Analysis field warrant this position being classified in the GS-131-0 Series.

- V. PROPOSITIONS: Cross-series comparison made of positions associated with comparable management control responsibilities, Consultant-Advisory services, technical program complexities, organizational placement, and the variety of subject matter fields characteristic of the GS-15 level in the above-mentioned series, and analogy made of the GS-16 level established by the Classification Act of 1949, as amended, indicates that the level of this position exceeds GS-15. It is recommended that the position be classified as Air Intelligence Analysis Officer, GS-131-16.

DEPARTMENT THE AIR FORCE
POSITION DESCRIPTION

1 POSITION NO

2 NUMBER OF IAS

3 ORGANIZATION LOCATION
Headquarters, USAFSS
San Antonio, Texas
Office of Long Range Requirements

4 POSITION TITLE

5 CLASSIFICATION

6 ALLOCATED BY

7 DATE

8 DUTIES AND RESPONSIBILITIES (Indicate time percentages where required)

I. Nature and Purpose of Work:

A. Introduction:

Position is Chief, Office of Long Range Requirements. The mission of this office is to investigate long range objectives in the fields of COMINT, ELINT, RADINT, LLSIC, AND COMSEC, and such other fields as may be directed; perform research and operational analysis to effect more efficient operations in the accomplishment of the mission of the Command. From Command objectives, Long Range requirements for COMINT, ELINT, RADINT, LLSIC and COMSEC will be developed and recommended by this office. These objectives are predicated on the present operational practices of the United States and foreign air forces; the strategic and tactical concepts of warfare; future methods of operation planned for USAF combat organizations; status of military research and development in armament, electronics, transport, aircraft, guided missile, and allied fields; State of Art in electronics, metallurgical, ceramic, cryptologic, communications, and allied fields; commercial practices (present and future) in the fields of communications, manufacturing, research and development, and component production; and basic research as conducted in technical colleges, universities, and private laboratories. Incumbent will be concerned with technical, engineering, scientific capabilities, progress, and achievements of the United States, allied governments, and other foreign governments. The requirements recommended will be the basis for an Air Force Research and Development Program in the COMINT, ELINT, RADINT, LLSIC, AND COMSEC fields, and will provide a base for the preparation of comprehensive plans for the Command.

B. Duties:

1. Duties of this position are categorized as follows:

a. Investigation of Technical Status: Investigation will be accomplished by reviewing, selecting, and collating information collected and/or gleaned from numerous scientific, technical, and engineering studies, documents, and papers; and by personal contacts and liaison with members of scientific, planning, research groups, commercial and military organizations, both United States and foreign.

b. Preparation of the Recommendation: This is accomplished by deductive and inductive analysis of the information contained in reports. Recommendations

9 THIS IS A COMPLETE AND ACCURATE DESCRIPTION OF THE DUTIES AND RESPONSIBILITIES OF THIS POSITION

10 REAUDIT CERTIFICATION

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR

DATE

CHARLES A CLARK, JR
Colonel, USAF
Chief of Staff

DATE

SUPERVISOR

CLASSIFIER

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developed and presented to top management and technical personnel of the Command may be of a verbal and/or documentary form.

c. Preparation of Recommended Long Range Objectives: The recommended objectives of the Command are derived from the analysis prepared and/or conducted by the incumbent of this position. They must be consistent and compatible with the state of warfare existing at the time of culmination of the objectives. These objectives must also be in conformance with National, USAF, NSA, and AFSS policy. They must be considerate of the State of the Art in various fields, in order that advantage may be taken of every technological advancement for an improved accomplishment of the Command mission. In addition to setting forth objectives, recommendations, and/or answers will be included concerning the solution of the technical problems inherent in such objectives.

d. Scientific Consultative and Operations Research Services: Incumbent of this position will independently conduct or direct the investigation, test, and evaluation of scientific, technical, and engineering advances within a variety of science fields, e. g., Mathematics, Electronics, Physics, Chemistry, etc., for their effect and application to COMINT, ELINT, RADINT, ILSIC, and COMSEC, and other fields as directed. Proposes, develops, and recommends improvements to, or new equipments, equipment systems, collection, analysis, deployment, and evaluation methods; and the like, for providing maximum effectiveness in fulfilling the USAF Security Service Mission.

Investigations, tests, and evaluations will concern the feasibility, limitation, and application to the COMINT, ELINT, RADINT, ILSIC, and COMSEC activities of such considerations as:

- (1) Development of remote located automatic intercept devices.
- (2) Automatic reporting Guided Missile Intercept devices.
- (3) Development of equipments and systems for increasing the range of intercept for VHF, UHF, and other higher frequencies.
- (4) New concepts and methods for speeding the intercept, processing, and analysis of ELINT and RADINT data.
- (5) The determination whether existing and proposed future COMINT, ELINT, RADINT, ILSIC, and COMSEC equipments, systems, and methods are the best obtainable, or if not, what is the most efficient method of attack to develop and obtain suitable equipments, systems, and methods.
- (6) The review and evaluation of proposed planning for equipments, analysis, collection, and processing techniques prepared by operational personnel to determine and render judgment as to limitations, feasibility, and capabilities for accomplishing proposed objectives.

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(7) To furnish guidance to technical and engineering personnel of the Command, both at the Headquarters and field levels, on technical problems encountered; and in addition, to provide stimulation of these type personnel toward further creative efforts within the fields of COMINT, ELINT, RADINT, ELSEC, and COMSEC.

Much of the research and recommendations formulated by the incumbent will be directly presented to the Commander, USAF Security Service, and his staff in terms of oral and documented data which will form the "quantitative basis" for Command and Management decisions in directing and fulfilling Command Mission activities. Considerable investigation will be performed in those problem areas previously insolvable or which remain to be pioneered; and which requires the incumbent to be well grounded in both knowledge and experience in the basic physical concepts, theories, principles, and their applications to the fundamentals of research. In addition, to instantly recognize those areas where the services of additional technical and scientific personnel are required to perform specialized tasks in the resolution of the problem and the knowledge of who, where, and how this particular person can be contacted. The incumbent's efforts must be geared to the interrelationships of advances and developments with single science fields to those of COMINT, ELINT, RADINT, ELSEC, and COMSEC and other related Command activities.

f. Presentation: Presents concepts and recommendations to the Commander, USAF Security Service, and the Deputy Commander, as well as other members of the staff as required. Coordinates and correlates such concepts and recommendations with other cryptologic agencies and Headquarters USAF. These presentations involve discussions, particularly new ideas, principles, scope or requirements, their feasibility, impact upon other agencies, cost in manpower and materials, results to be expected if satisfied, and impairment of mission if not satisfied. Attends periodic meetings with associated or related agencies to discuss and/or present long range requirements, methods, and techniques under consideration or being developed by USAFSS. Attends meetings as a member of the Inter-Service Coordination Group which acts on weapon control systems. Attends meetings of scientific, professional, and technical societies, and Department of Defense Symposiums as required.

2. Supervision is exercised over project officers (professional type), in order to secure a coordinated, cooperative, and concerted effort for accomplishment of the office's mission.

- II. Scope and Effect of Work: The work of the office forms the foundation for Air Force Security Service operations in the COMINT, ELINT, RADINT, ELSEC and COMSEC fields. The recommendations for Command objectives will provide a common goal for both planning and operational personnel and is a preventive against tangential and randomly oriented projects. The recommendations coupled with liaison with other cryptologic agencies will

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assist in providing for the development of compatible complementary COMINT, ELINT, RADINT, ELSEC, and COMSIG systems. The incumbent of this position will be looked to as the authoritative expert in the USAF Security Service and his expert and professional advice will be provided or furnished to Command activities on a world-wide basis.

- III. Supervision and Guidance Received: Under administrative direction of the Commander, USAF Security Service (Major General). Freedom of thought, production, and liaison is accorded the incumbent of the position. Follows broad policies of USAF and AFSS with regards to mission of the USAF and the Command. No technical reviews are made of the incumbent's work activities.
- IV. Mental Demands: The incumbent of this position exercises intellectual integrity and courage of conviction; a high degree of more than normal originality and vision; technical competence and maturity in the sense of sound training and understanding of all forms of high mathematics, physics, chemistry, electricity, and engineering; curiosity and creative development; tremendous amounts of energy; practical outlook; cooperative attitude; ability to translate results of highly technical analyses into logical and easily understood concepts using non-technical terms; and ability to perform deductive and inductive analysis of pertinent material in order to accomplish futuristic planning.
- V. Personal Work Contacts: Contacts are made and established with key management and technical personnel of the Command, other government agencies, agencies of foreign governments, and industrial concerns to correlate, coordinate, and arrive at technical agreements of principle, exchange ideas, enhance mutual understanding, and to discuss concepts and requirements involved in COMINT, ELINT, RADINT, ELSEC, and COMSIG activities.
- VI. Other: Position must have thorough knowledge of Mathematics, Electrical Engineering or Physics; as well as the status of research and development in the Communications-Electronics field; and must be aware of the capabilities and limitations of the major electronics consultant advisory corporations. The USAF Security Service's mission areas are of a highly sensitive security nature requiring that the incumbent of this position be given a full background investigation clearance and indoctrination.

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Air Intelligence Analysis Officer
Air Intelligence Operations Officer
Air Intelligence Program Research Officer
GS-16 through GS-18

Candidates considered for a position under this standard must have had progressively responsible experience of the types listed below under General and Specialized Experience.

General Experience

Candidates must show that they have had at least four (4) years of broad and significant experience in a major professional, technical or scientific field, such as mathematics, physics, engineering or cryptology,* at least two (2) years of which was in important and responsible work in one of the specialized branches of that major field. This experience must have shown a comprehensive knowledge of the principles of the major field and the ability to apply these principles in administering professional, technical or scientific programs or in conducting research or consultation.

Specialized Experience

Candidates must have had, in addition to the general experience requirements described above, at least three (3) years of specialized experience in the field of communications intelligence. This experience must have demonstrated the ability to plan and execute highly specialized programs of exceptional difficulty concerning the technical and exploitation aspect of cryptology. The specialized experience in addition must have shown a comprehensive knowledge of cryptographic systems and methods of attack; comprehensive knowledge of operational activities of COMINT field units; and ability to evaluate and control communications-intelligence operations.

For GS-16 this experience must have included at least one year in either (a) planning and directing a professional, scientific, or technical program in the general field of cryptology of marked difficulty, responsibility and national significance, or (b) planning and executing specialized programs which has demonstrated the possession of unusual attainments in the field of professional, scientific or technical cryptology, technical research, or consultation, and requiring extended training and experience.

*For purposes of these standards, the term cryptology refers to the specialized processes employed in communications-intelligence.

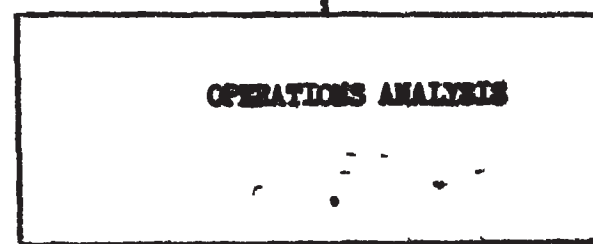
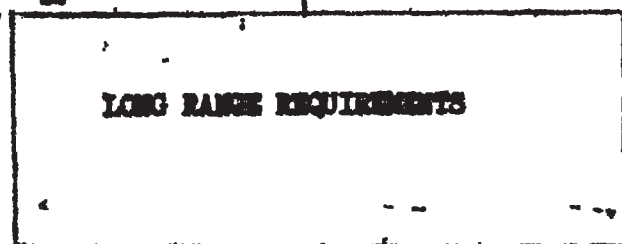
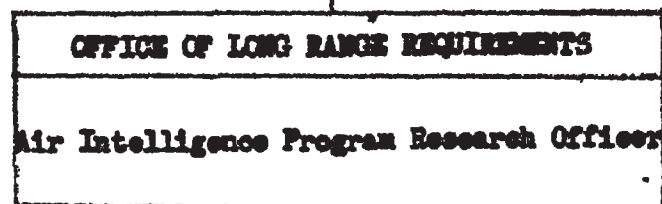
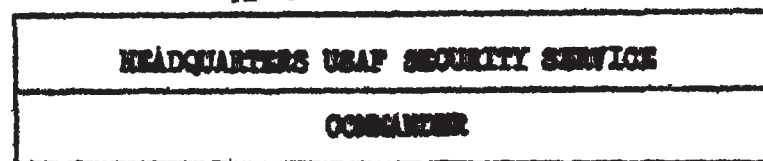
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For GS-17 this experience must have included at least one year in either (a) planning and directing a professional, scientific, or technical program in the general field of cryptology of marked difficulty, responsibility and national significance, or (b) planning and executing specialized programs which has demonstrated the possession of unusual attainments in the field of professional, scientific or technical cryptology, technical research, or consultation and which has included the origination and development of new principles, theories, or concepts, and requiring extended training and experience.

For GS-18 this experience must have included at least one year in either (a) planning and directing a professional, scientific, or technical program in the general field of cryptology of marked difficulty, responsibility and national significance in a position comparable to the head of one of the most important Federal bureaus, or (b) in planning and executing programs of cryptology, technical research, or consultation including the provision of advice and consultation as one of the most important representatives in the major field of professional, scientific or technical research to the largest Federal agencies, or activities of a comparable level of difficulty and responsibility in other public or private organizations.

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EXPLANATION FOR SUPERGRADE POSITION

- I. POSITION TITLE: Air Intelligence Program Research Officer,
OS-133-16
- II. ORGANIZATIONAL LOCATION: Headquarters, USAF Security Service,
Office of Long Range Requirements
- III. GEOGRAPHICAL LOCATION: San Antonio, Texas
- IV. ANALYSIS AND EVALUATION OF POSITION'S DUTIES AND RESPONSIBILITIES:

This position serves as the Chief, Office of Long Range Requirements, and exercises complete direction over the many and varied technical activities of this office. Organizationally, this office functions as a Special Staff Office for the Commanding General, Headquarters, USAF Security Service, and is specifically concerned with investigating, developing, establishing, and recommending long range objectives and requirements for the USAF Security Service, which form the foundation for future operations in the COMINT, FLEINT, PADINT, ILS C, and COSC fields. This position also serves as an overall advisor and consultant to the other staff offices of the Command, the Chief of Staff, other cryptologic organizations, and the Commanding General, Headquarters USAF SS. This position has direct access to the Commanding General and other high level management personnel at the National Cryptologic level, and other Air Force Command levels and works closely with these persons on the many problems commensurate with relationships of overall objectives and requirements for proposed or future COMINT, FLEINT, PADINT, ILS C, and COSC activities. The incumbent of this position is considered to be the Command's top civilian expert and authority on these subjects.

Considering its place in the Command's organizational structure and the extent and scope of its duties and responsibilities in relationship to other parallel positions existing in the Command and other Cryptologic organizations, the current classification of OS-15 appears to be inadequate. This position is concerned with the staff responsibility for a broad and varied complex program area requiring unusual experiences, knowledge, and other qualifications to develop and formulate objectives and requirements which will provide a common goal for Command planning and operational personnel in establishing and achieving mission area effectiveness. Additionally, to recognize and develop compatible objectives and requirements which are traced with future developments in the State of Art as well as meshed with future USAF projects and planning. Frequent liaison and negotiations are performed by the incumbent of this position with key personnel of other Air Force Commands, at the National Security Agency, other Cryptologic Organizations, and with scientific and professional persons of Civilian

Industrial Concerns, colleges, universities, and special research groups. This position is a broad planning, research, and Consultant-Advisor position, and as such partakes of the characteristics of several occupational series, such as the GS-855-0 Series, GS-133-0 Series, GS-1312-0 Series, GS-303-0 Series, GS-201-0 Series, GS-1510-0 Series, GS-1521-0 Series, and others. Such a position appears to be more normally classifiable to the GS-301-0 Series; however, specific knowledges, experiences, subject area, and other qualifications within the military intelligence research field warrant this position being classified in the GS-133-0 Series.

- V. RECOMMENDATIONS: Cross-series comparison made of positions associated with broad program planning for highly technical and professional program areas, research and Consultant-Advisor aspects, organizational level placement, and management control responsibilities characteristic of the GS-15 level in the above-mentioned series, and analogy made of the GS-16 level established by the Classification Act of 1949, as amended, indicates that the level of this position exceeds GS-15. It is recommended that the position be classified as Air Intelligence Program Research Officer, GS-133-16.

DEPARTMENT THE AIR FORCE
POSITION DESCRIPTION

ON NO

2 NUMBER OF IAS

3 ORGANIZATION LOCATION
Headquarters, USAFSS
San Antonio, Texas
Deputy Chief of Staff, Operations

4 POSITION TITLE

5 CLASSIFICATION

6 ALLOCATED BY

7 DATE

8 DUTIES AND RESPONSIBILITIES (Indicate time percentages where required)

I. Nature and Purpose of Work:

A. Introduction:

Position is located in the Office of the DCS/Operations. Its purpose is to act as Technical Director and Special Assistant to the Deputy Chief of Staff, Operations (a USAF Colonel). The DCS/Operations is the Command major staff office level with world-wide responsibilities for all USAFSS missions involving COMINT, ELINT, RADINT, COMSEC, and ELSLC; for providing intelligence to the Commander and his staff; providing overall plans, programs, and management services; operating the Air Force Special Security Officer System; and advising the DCS/Personnel on operational training requirements. The incumbent of this position is delegated full staff responsibility in absences of the Deputy Chief of Staff due to TDY, military rotations, court-martials, special boards, leave, and other required military activities. Incumbent frequently apprizes his superior as to the technical objectives of this office and as to the soundness and effectiveness of its many activities. Incumbent also maintains long-term office continuity so that Command long-range objectives will not suffer due to rotation of the military deputy chief of staff. Further, this position and its incumbent constitutes the top civilian expert in the Command for Operational matters and his recommendations, interpretations, and courses of action are considered to be most authoritative with regards to considerations of final courses of action at this Headquarters and by other related higher authority.

B. Duties:

1. Plans

a. The Technical Director is charged with developing and establishing technical plans, concepts, policies, and programs necessary to carry out the mission of the Deputy Chief of Staff, Operations; these cover the following general areas, each of which is a subordinate directorate:

- (1) Directorate of Operations.
- (2) Directorate of Plans.
- (3) Directorate of Manpower and Organization.

9 THIS IS A COMPLETE AND ACCURATE DESCRIPTION OF THE DUTIES AND RESPONSIBILITIES OF THIS POSITION

10 REAUDIT CERTIFICATION

SIGNATURE AND TITLE OF IMMEDIATE SUPERVISOR

DATE

DATE

SUPERVISOR

CLASSIFIER

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(4) Directorate of Intelligence.

(5) Directorate of COMSEC Operations.

b. Plans must be conceived, clearly defined, and assigned to the most appropriate directorate for implementation.

c. Establishes or defines broad operational program objectives and directs same to ascertain that these objectives are in fact met on a timely basis.

d. Develops plans for sending operational teams into the field when such action is deemed necessary for solving difficult problems.

e. Recommends operational concepts, or philosophies to the Deputy Chief of Staff concerning changes in organizations, organizational structures, or personnel to keep abreast with changes of interest in intelligence requirements or changes in missions.

f. Attempts to anticipate future staff planning requirements within the mission areas to ease the burden of surprise and to effect smooth integration of new operational systems or concepts in the mission areas.

Program Control

a. Exercises technical control over the five directorates in the PCS/Operations.

b. Where budgetary alterations are encountered, recommends to the deputy chief of staff the program areas to be modified and the extent of the recommended change in each program area.

c. Apprizes the deputy chief of staff as to the technical adequacy of the staff's programs.

d. Assures that program control is sufficiently flexible to tract with changing command missions and areas of interest and that problem areas do not prevent attainment of staff goals. Instigates re-detected problem areas.

e. Measures the general rate of progress in planned program areas to assure that the same is in step with what can be reasonably expected.

f. Weighs the various efforts as they progress toward their goals and alters the total effort commensurate with the expected returns.

Guidance

a. Serves as the Chief Technical Consultant to the Deputy Chief of Staff and the Command staff in his area of activities.

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b. Meets with and counsels the five directorate's technical directors.

c. Provides general technical guidance to the program areas of the subordinate directorates.

d. Advises the deputy chief of staff as to the degree of emphasis to be placed on various technical problem areas.

e. Advises the deputy chief of staff with respect to those areas with which additional personnel technical training is needed to more adequately qualify the staff's personnel and thus reap a higher and better end product.

f. Assures that the directorates actively pursue sound technical programs which have a high probability of success.

g. Must keep his attention on the many technical efforts in the staff and the field areas and be prepared to find quick solution to any general problems which threaten successful attainment of the desired goals.

Presentations and Representations

a. Presents the Command's operational programs and mission requirements to USCIB, NSA, USAF, and other special committees or boards of a comparable nature.

b. Represents the TCS/Operations and Command Headquarters at high-level meetings and conferences held at the national intelligence levels to discuss plans, concepts, and programs concerning any of the mission areas; and also, to present and justify the USAFSS stand or view with respect to features of the mission.

c. Makes field trips to world-wide USAFSS units to review and study operational mission areas. Prepares and recommends courses of actions or proposed changes which the incumbent believes will best rectify the undesirable trends or conditions noted and will increase the proficiency of the operations.

d. Makes presentations within the Headquarters before other staff offices in explaining technical programs, system philosophy, program problem areas, goals, and the like.

e. Represents the deputy chief of staff at all required functions in his absence.

Miscellaneous

a. Coordinates for the deputy chief of staff in his absence.

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- b. Exercises general review of technical reports addressed outside of the DCS/Operations.
- c. Assists the directors in determining the most likely successful avenue of approach in resolution of program problem areas.
- d. Works directly with the directorate technical directors in purely technical areas.
- e. General reviews of budget estimates of subordinate directorates.
- f. Assists the deputy chief of staff in the formulation of staff policies, procedures, and work methods to implement the various staff tasks.

2. Incumbent of this position exercises both direct and indirect control over personnel located in the subordinate directorates of the DCS/Operations. This control is exercised in terms of technical review and planning.

- II. Scope and Effect of Work: Responsibility of this position extends to Command Staff level responsibility in terms of technical and professional competency, planning, program control, guidance, operational concept development, and presentation in administration of broad worldwide operational missions which are of national importance to the security of this nation.
- III. Supervision and Guidance Received : Under general administrative direction of the Deputy Chief of Staff, Operations (a USAF Colonel). Work assignments of the incumbent are guided by broad Command mission objectives, administrative policies, delegation of authority and responsibility, and problems arising within the DCS/Operations area. Incumbent is recognized as the top operational intelligence authority in the fields of COMINT, ELINT, RADINT, COMSEC, and LSEC and no technical review is made of his work. Any review made is of objectives accomplished and is usually by discussion and concurrence with related and concerned groups of the Command and at higher echelon organizations. Guides followed are broad and consist of Command mission requirements, administrative regulations and security regulations. At this level, the incumbent is most instrumental in the formulation of Command directives, program concepts, and objectives to control and guide subordinate organizations.
- IV. Mental Demands: Incumbent of this position demonstrates a high degree of original thinking and initiative involving both technical and administrative problems where precedents are totally absent or inadequate. In planning and reviewing work objectives and requirements which affect all operational areas the incumbent must anticipate any problems that may arise and to take action to insure the most economical use of manpower and time; to

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adjust requirements and programs in line with new technical developments; new or changing missions or emphasis; to initiate special investigations and additional projects, as deemed necessary; and to take action which will insure that long-range and future needs of the Command's missions will be met.

- V. Personal Work Contacts: Incumbent establishes and maintains both personal and correspondence communications and frequently meets with key personnel and other officials of major staff offices of the Headquarters, in Hqs USAF, HSA, ASA, HSG, and other similar governmental organizations. Impact of these contacts is indicated and described in the above duties.
- VI. Other: Requires a broad and extensive working knowledge of program phases, planning functions, operational techniques and requirements commensurate with intelligence missions and activities. Performs other related tasks as might be required.

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Air Intelligence Analysis Officer
Air Intelligence Operations Officer
Air Intelligence Program Research Officer
GS-16 through GS-18

Candidates considered for a position under this standard must have had progressively responsible experience of the types listed below under General and Specialized Experience.

General Experience

Candidates must show that they have had at least four (4) years of broad and significant experience in a major professional, technical or scientific field, such as mathematics, physics, engineering or cryptology,* at least two (2) years of which was in important and responsible work in one of the specialized branches of that major field. This experience must have shown a comprehensive knowledge of the principles of the major field and the ability to apply these principles in administering professional, technical or scientific programs or in conducting research or consultation.

Specialized Experience

Candidates must have had, in addition to the general experience requirements described above, at least three (3) years of specialized experience in the field of communications intelligence. This experience must have demonstrated the ability to plan and execute highly specialized programs of exceptional difficulty concerning the technical and exploitative aspect of cryptology. The specialized experience in addition must have shown a comprehensive knowledge of cryptographic systems and methods of attack; comprehensive knowledge of operational activities of COMINT field units; and ability to evaluate and control communications-intelligence operations.

For GS-16 this experience must have included at least one year in either (a) planning and directing a professional, scientific, or technical program in the general field of cryptology of marked difficulty, responsibility and national significance, or (b) planning and executing specialized programs which has demonstrated the possession of unusual attainments in the field of professional, scientific or technical cryptology, technical research, or consultation, and requiring extended training and experience.

*For purposes of these standards, the term cryptology refers to the specialized processes employed in communications-intelligence.

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For GS-17 this experience must have included at least one year in either (a) planning and directing a professional, scientific, or technical program in the general field of cryptology of marked difficulty, responsibility and national significance, or (b) planning and executing specialized programs which has demonstrated the possession of unusual attainments in the field of professional, scientific or technical cryptology, technical research, or consultation and which has included the origination and development of new principles, theories, or concepts, and requiring extended training and experience.

For GS-18 : experience must have included at least one year in either (a) planning and directing a professional, scientific, or technical program in the general field of cryptology of marked difficulty, responsibility and national significance in a position comparable to the head of one of the most important Federal bureaus; or (b) in planning and executing programs of cryptology, technical research, or consultation including the provision of advice and consultation as one of the most important representatives in the major field of professional, scientific or technical research to the largest Federal agencies, or activities of a comparable level of difficulty and responsibility in other public or private organizations.

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HEADQUARTERS USAF SECURITY SERVICE

COMMANDER - MAJOR GENERAL

CHAPLAIN

INSPECTOR
GENERAL

CHIEF OF STAFF - COLONEL

ADJUTANT

STAFF
JUDGE ADVOCATE

OFFICE OF
INFO SERVICES

OFFICE OF
LONG RANGE
REQUIREMENTS

DEPUTY CHIEF OF STAFF/OPERATIONS

Deputy Chief of Staff - Colonel

Air Intelligence Operations Officer

DIRECTORATE
OF OPERATIONS

Director-Lt. Colonel

DIRECTORATE
OF PLANS

Director-Lt. Colonel

DIRECTORATE
OF COMSEC OPERATIONS

Director-Lt. Colonel

DIRECTORATE
OF MANPOWER & CREW

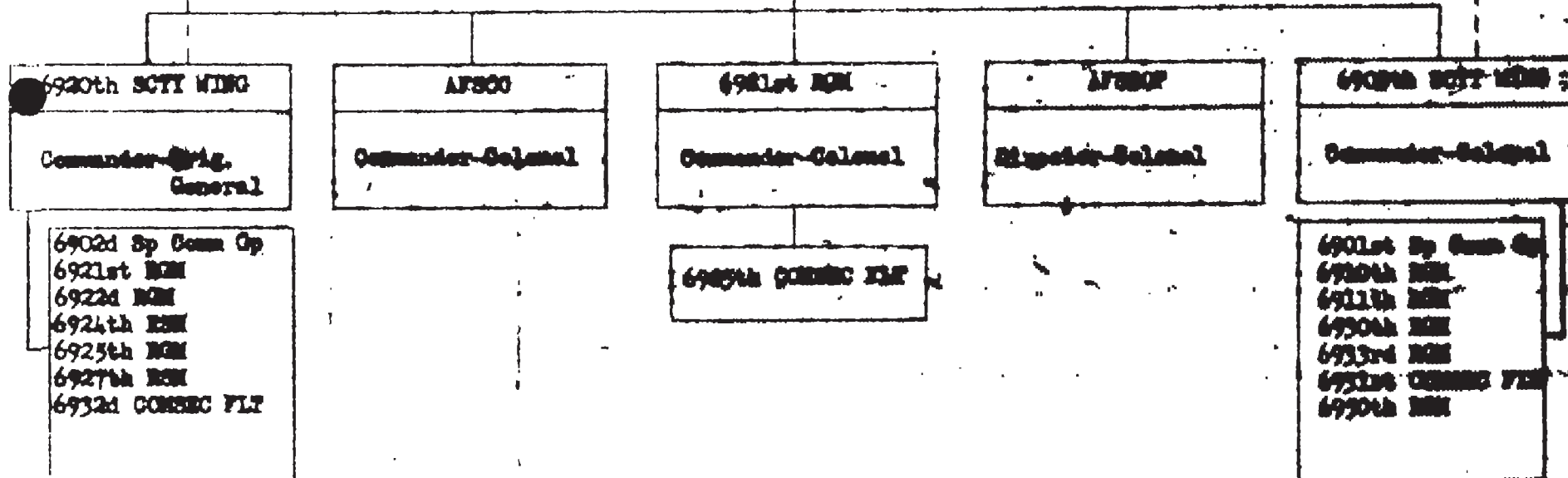
Director-Lt. Colonel

DIRECTORATE
of INTELLIGENCE

Director-Lt. Colonel

HEADQUARTERS USAF SECURITY SERVICE
COMMANDER

DEPUTY CHIEF OF STAFF/OPERATIONS
Deputy Chief of Staff - Colonel
Air Intelligence Operations Officer



REQUIREMENT FOR SUPERGRADE POSITION

- I. POSITION TITLE: Air Intelligence Operations Officer, GS-13L-16
- II. ORGANIZATIONAL LOCATION: Headquarters, USAF Security Service,
Deputy Chief of Staff, Operations
- III. GEOGRAPHICAL LOCATION: San Antonio, Texas
- IV. ANALYSIS AND EVALUATION OF POSITION'S DUTIES AND RESPONSIBILITIES:

This position serves as the Technical Director and Special Assistant to the Deputy Chief of Staff, Operations, and has line authority over the technical activities of the five (5) major segments of the organization--the Directorate of Operations, Directorate of Plans, Directorate of Manpower & Organization, Directorate of Intelligence, and Directorate of COMINT Operations. However, incumbent of this position also serves as an overall advisor to the Deputy Chief of Staff, Operations, to other staff offices of the Command Headquarters, to Command field operational segments, to other similar or parallel cryptologic agencies, and to the Commanding General, USAF Security Service on operational matters regarding the mission areas. In this connection, incumbent has direct access to the top management officials located in the Command headquarters, in the field organizations, and other cryptologic organizations and works closely with these personnel on many problems of planning, logistics, organization, mission objectives, personnel, budget, operational concepts, and other detailed functions of the COMINT, ELINT, RADINT, COMSEC, and FISC mission areas. The incumbent of this position is considered to be the Command civilian expert and authority on operational aspects in the above subject areas.

Organizationally, the USAF Security Service is an Air Force major Air Command and its operational missions assigned to the subordinate organizations are dispersed and accomplished on a worldwide coverage. The Deputy Chief of Staff, Operations functions as the principle staff office for the Commanding General, USAF Security Service, and exercises complete staff supervision of these many mission areas. Considering this position's place in the Command's organizational structure and the extent and scope of its duties and responsibilities in relationship to other positions in this same structure, its current allocation of GS-15 appears inadequate. This position is concerned with staff control over COMINT, ELINT, RADINT, COMSEC, and FISC mission activities which are headed by military positions ranked at Brig General, Colonel, and Lt Colonel, which, if headed by civilians, would be properly classified at

GS-15, and possibly GS-16 levels. Additionally, this position frequently negotiates with key personnel at lateral Cryptologic agencies whose duties and responsibilities are of a comparable scope and are currently at the supergrade ratings. The broad planning, logistical, and operational advisory requirements of this position partakes of the characteristics of several occupational series, such as GS-1540-0 Series, GS-303-0 Series, GS-2010-0 Series, GS-201-0 Series, GS-855-0 Series, GS-150-0 Series, and others. Such a position appears to be more properly classifiable to the GS-301-0 Series; however, the specific knowledge, experience, and other qualifications within the Military Intelligence field warrant this position being classified in the GS-134-0 Series.

- V. RECOMMENDATIONS: Cross-series comparison made of positions associated with management control responsibilities, organizational placement, and program complexity characteristic of the GS-15 level in the above-mentioned series, and analogy made of the GS-16 level established by the Classification Act of 1949, as amended, indicates that the level of this position exceeds GS-15. It is recommended that the position be classified as Air Intelligence Operations Officer, GS-134-16.